

ADMINISTRATIVE-INTERNAL-USE-ONLY

Personnel Resource Information Management

(PRIM)

Prim User's Manual
(UMS-C20-1-A)

by

PRIM Project Team

ODP/A/SDD
OP/ID/ADRB

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ADMINISTRATIVE-INTERNAL-USE-ONLY

ADMINISTRATIVE - INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

CONTENTS

<u>CHAPTER</u>	<u>PAGE</u>
1. INTRODUCTION	1
2. PRIM SYSTEM OVERVIEW	2
3. PRIM SYSTEM CONTROL	3
3.1 PRIM DATA BASE MANAGER'S RESPONSIBILITIES	3
3.2 COMPONENT'S RESPONSIBILITIES	4
4. ACCESS TO PRIM	5
4.1 SIGNON/SIGNOFF	5
4.1.1 GIM-II SIGNON	5
4.1.2 GIM-II SIGNOFF	6
4.1.3 VM LOGON	7
4.1.4 VM LOGOFF	8
4.2 GIM-II INFORMATION	9
4.2.1 TERMINAL FUNCTIONS	9
4.2.2 FORMAT MODE	9
4.2.3 PAGING MODE	10
4.2.4 SCROLL MODE	10
4.2.5 BIG BUFFER MODE	11
4.2.6 MESSAGES TO OTHER USERS	11
5. PRIM OFFICIAL FILES	13
5.1 CENQUAL (CENTRAL QUALIFICATION DATA-ACTIVE)	13
5.2 INTERFACE	14
5.3 LREQID (LANGUAGE REQUIREMENTS)	15
5.4 ORGCODE (ORGANIZATIONS)	16
5.5 PRIM PERSIGN	16
5.6 POSNR (POSITIONS)	17
5.7 PRIMSEP	18
5.8 SEGACCESS	18
5.9 SELECTION	18
5.10 STRENGTH	18
5.11 CEMLOC (CENTRAL EMERGENCY AND LOCATOR RECORDS)	19
5.12 CIARDS (CIA RETIREMENT AND DISABILITY SYSTEM)	19
5.13 CTP (CAREER TRAINING PROGRAM)	19

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

5.14	PERFIT (PERFORMANCE APPRAISAL RECORDS)	19
5.15	PERSEAS (OVERSEAS SERVICE)	19
5.16	CENQUAL (CENTRAL QUALIFICATIONS - QUACOM)	19
5.17	TRAIN (TRAINING)	19
5.18	CAPER (PRE-EMPLOYMENT PROCESSING)	19
6.	PRIM COMPONENT FILES	20
6.1	COMPONENT DATA FILES - FILE DESCRIPTION AND DED	20
6.2	CAREER MANAGEMENT FILES - FILE DESCRIPTION AND DED	20
7.	REPORTING	21
7.1	DEFINITION	21
7.2	ONLINE SAMPLE QUERIES (SIMPLE)	21
7.2.1	VERBS AND MODIFIERS	21
7.2.2	LIST	22
7.2.3	COUNT	22
7.2.4	COUNT/OF OR SUM	22
7.2.5	TOTAL	23
7.2.6	The WITH, WHERE and WHEN Phrases	23
7.3	ONLINE SAMPLE QUERIES (COMPLEX)	25
7.4	PRINTING (ONLINE AND OFFLINE)	25
7.4.1	ROUTE TO THE LOCAL PRINTER	25
7.4.2	ROUTE TO THE HIGH-SPEED PRINTER	26
7.4.3	\$MAX-HIT	27
7.5	HIT FILES	27
7.6	REPORTW	29
7.7	RAMIS REPORTING	30
8.	COMVAD DICTIONARIES (COMMON VALIDATION DICTIONARIES)	31
9.	INTERFACE WITH HRS2	32
9.1	COPIES OF NOAS AND TOAS	32
9.2	BLOCK CHANGE	32
10.	PRIM PROCEDURES	33
10.1	COMPONENT USE	33
10.1.1	KEY - AVAILABLE FUNCTION KEYS - FUNCTION KEY	33
10.1.2	PRCATRSF - TRANSFER COMPONENT ACCESS -	34
10.1.3	PRACUPDT - ACCESS UPDATE - FUNCTION KEY 4	37
10.1.4	SEARCH - SEARCH NAME AND HPOSNR FILES -	39
10.1.5	LISTSTMT PROCEDURE	40
10.1.6	PRCALINK - DAILY ACCESS CREATED BY COMPONENT	41
10.2	DATA BASE MANAGERS USE	42

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

10.2.1	PRCRTSEG - ESTABLISHING NEW SEGMENTS	42
10.2.2	PRCAESTB - ESTABLISH COMPONENT ACCESS (FUNCTION KEY 2)	43
11.	FORMS	44
11.1	FORM 4065, REQUEST FOR COMPUTER ACCESS	44
11.1.1	Request Access to PRIM (GIMS)	44
11.1.2	Request Access to VM	44
11.1.3	Memorandum Requesting Access to PRIM	44
11.1.4	Access to PRIM After Normal Working Hours . .	45
11.2	FORM 930, COMPUTER APPLICATIONS REQUEST/ACTION FORM	45
11.2.1	Requesting Enhancements to PRIM	45
12.	ERROR MESSAGES	46
13.	GLOSSARY OF ACRONYMS/SPECIAL TERMS	47
14.	INDEX	48

LIST OF TABLES

TABLE

PAGE

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 1

INTRODUCTION

Welcome to the Personnel Resource Information Management (PRIM)
System.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 2

PRIM SYSTEM OVERVIEW

The PRIM System is a centralized data base for use by the Personnel Officer, Career Management Officer, Office Director or Training Officer of a component in direct support of the component's day-to-day personnel management activities. The software system utilized by PRIM will be the Generalized Information Management (GIM-II) System. The PRIM Data Base will be physically located in the Ruffing Computer Center.

The query and reporting capabilities of the PRIM System will utilize official data related to organizational structure, position information and employee data. The PRIM System will provide an online capability for components to enter, update and retrieve their own component data.

An intricate security procedure will control all accesses to the PRIM System ensuring data integrity.

(The PRIM System will be designed in a phased approach with each new phase identified as a new release of the PRIM System.)

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 3

PRIM SYSTEM CONTROL

3.1 PRIM DATA BASE MANAGER'S RESPONSIBILITIES

The PRIM Data Base Manager is responsible for the control, security and operation of the PRIM System. The PRIM Production Data Base contains over 150 data lists and procedures with 40 million bytes of information. He is also responsible for the PRIMTEST Data Base which is a sanitized version of PRIM with less than 5 percent of the information.

1. Long range development and maintenance of the database software.
2. Designing and executing testing procedures for new enhancements
3. Projecting database usage and space requirements for reallocation of space.
4. Being a technical consultant to ODP/Applications personnel to explain the customer needs, legal constraints and interrelationship of data in PRIM and, to the database users, to explain the system capabilities, constraints of the system, system edits and the general operating environment.
5. Establishing and maintaining the security on PRIM
6. Ensuring that PRIM data remains accurate
7. Coordination on enabling/disabling the data base for hardware problems. Authorize restorations and ensuring the restored data base is accurate
8. Analyzing and resolving processing problems on PRIM
9. Ensuring requirements for PRIM by OP on ODP are complete, concise, accurate and compatible with regulations and operating procedures

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

10. Chairing PRIM Users Group
11. Responsible for development of new computer software for PRIM enhancements or entirely new applications requested by the PRIM Users Group.
12. Reviews office, Agency and Federal regulatory issuances to determine any possible impact on PRIM
13. Conducts briefing and training sessions regarding PRIM enhancements in production or development
14. Attend Branch, Division and Office meetings to ensure a proper and uniform flow of information up and down the organizational structure.

3.2 COMPONENT'S RESPONSIBILITIES

The component responsibilities are:

1. To obtain the training needed to use the PRIM System, i.e., GIM II for Users, Basic VM, RAMIS Report Writing and all PRIM Sessions as they occur.
2. To ensure the integrity and security of the system by using the system and keeping the PRIM Data Base Manager informed of discrepancies or questionable results.
3. The IOC Components are to train components in their respective Directorates as they are given access to the PRIM System.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 4

ACCESS TO PRIM

4.1 SIGNON/SIGNOFF

4.1.1 GIM-II SIGNON

Access to the PRIM Data Base via GIM-II is controlled through security checks to identify and authenticate the potential user. Identification of the user is verified through information provided in the signon statement. The authentication is completed through the issuance of a password. To obtain a password and access to the system, Form 4065, Online Computer Systems Access Request, must be completed. The requestor should also include a memorandum stating the data lists they would like to have access to. The memorandum and Form 4065 should be forwarded thru ADRB to ODP. See FORMS Chapter for examples of Form 4065, the memorandum and instructions for completion.

Once access has been approved the user will be given a USERID (System Identifier), Organization Name, (Identifies the user group to which a user belongs), Data Base Name which will be PRIM and a PASSWORD (which is a unique word for each user).

To signon to the PRIM System (Production Version) do the following:

Turn the terminal on

The following should appear on your screen:

```
INVALID SWITCHING CHARACTERS
COMTEN NO. 4      LINE 153
***RUFFING COMPUTER CENTER 63.2***
PLEASE ENTER SWITCHING CHARACTERS: (SOM)
```

After the SOM (Start of Message Character) type GIM1 and hit ENTER the screen will display TERMINAL OPEN and then type your signon statement as follows:

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

SIGNON OPER "USERID" ORG "ABCD" DB "PRIM" HIT
ENTER

The system will respond with:

STMT=1013317.000 DATE=01/31/83 TIME=14:55 USER=USERID
DB=SIPSYDB
ENTER PASSWORD

Type your password (it will not display on the screen) and hit
ENTER. The system will respond with:

SIGNON PROCESSED DATE=01/31/83 TIME=14.9300 3

WELCOME TO THE NEW PRIM SYSTEM**

Your last session on this Data Base was &01/30/83*11:31&
Completed 1013317.000 CTIME=14:55

You are now ready to begin work.

NOTE: If you type your password incorrectly, the system will re-
spond with

INVALID SIGNON. ILLEGAL PASSWORD

You must type your signon statement over again.

SIGNON "USERID" ORG "ABCD" DB "PRIM" HIT ENTER

Wait for the password prompt before you type in your password.
You will have three chances to signon and enter your password; if
you fail on the third time you will be signed off and must start
at the beginning with GIM1.

4.1.2 GIM-II SIGNOFF

When all work is complete on PRIM, properly secure the system.
Failure to do so is a security violation. The last statement en-
tered is the SIGNOFF statement. It clears the memory of the com-
puter terminal and disconnects the terminal from PRIM.

To enter the SIGNOFF statement, enter:

SIGNOFF HIT ENTER

The system responds with:

STATEMENT=1314523.000, DATE=01/31/83, TIME=15:30

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

USER=USERID

SIGNOFF ACKNOWLEDGED. DATE=01/31/83 TIME=14:20

STATEMENTS PROCESSED=nnnnnn, ELAPSED TIME=16:05

At this point, the screen clears and the following appears:

TERMINAL CLOSED

4.1.3 VM LOGON

To obtain access to the VM System, Form 4065, Online Computer Systems Access Request, must be completed and forwarded thru your ADP Control Officer to ODP. See FORMS Chapter for examples of Form 4065 and instructions for completion. To signon on to VM (Virtual Machine) do the following:

Turn the terminal on

The following should appear on your screen:

INVALID SWITCHING CHARACTERS

COMTEN NO. 4 LINE 153

RUFFING COMPUTER CENTER 63.2

PLEASE ENTER SWITCHING CHARACTERS: (SOM)

After the SOM (Start of Message Character) type either VM1 or VM2 and hit ENTER; the system will respond with the following and a greater than character (>).

VM/SP ONLINE --- VM1 ---

Type your USERID after the (>) character and HIT ENTER. (Your USERID in VM will probably be the same as your GIMS USERID.)

LOGON USERID

HIT ENTER

The system will respond with:

ENTER PASSWORD

HIT ENTER

Type in your password (it will not display on the screen) and HIT ENTER. Your VM password will be different from your GIMS password.) If you key your password incorrectly the system will respond with:

DNKLOGO5OE PASSWORD INCORRECT - REINITIATE LOGON PROCEDURE

You must then enter your LOGON statement and password again.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

LOGON USERID

HIT ENTER

ENTER PASSWORD

HIT ENTER

The system will respond with:

ENTER PRISM PROJECT NUMBER

HIT ENTER

Type in your prism project number and HIT ENTER. The prism project number is a prism accounting number used to charge VM computer time to your office. You can get this number from ODP or your ADP Control Officer. The system will respond with:

LOGON at 08:28:47 EST Monday 02/07/83

You are now ready to begin work.

4.1.4 VM LOGOFF

It is important also in VM to properly secure the system when you have finished your work. When your work on VM is complete and you are ready to LOGOFF just enter:

LOGOFF

HIT ENTER

The screen will then clear and then print the system resources used and cost to your office for this VM session. It will appear as:

CHARGES FOR USERID 31C20

TOTAL=..... \$12.65 I/O=1023 \$0.56 CPU= 000.11 \$2.64

VSTOR=2048K \$ 6.36 PRT=0 \$0.00 CONN=01/:46:08

\$3.09

CONNECT= 01:46:08 VIRTCPU= 000.05.92 TOTCPU= 000:11.93

LOGOFF at 10:14:55 EST MONDAY 02/07/83

COMTEN No. 4 Line 153

RUFFING COMPUTER CENTER 63.2

PLEASE ENTER SWITCHING CHARACTERS

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

1. While depressing the CONTROL key on the keyboard, depress the ALL CLEAR EOS key. The fill-in fields on the screen will go blank.
2. Depress ENTER. The screen should then display the SOM (start of message) symbol and the cursor, with the ETX (end of text) symbol at the bottom of the screen.

If these procedures fail and the menu continues to display, enter SIGNOFF in the portion of the menu which has the execute statement and depress the ENTER key. This signs you off and you have to sign on again.

4.2.3 PAGING MODE

When the terminal is in PAGING mode, information is presented line by line starting at the top until the screen (page) is filled. The next line added causes the page to eject and the screen to go blank. Information will restart at the top of the screen (page) and the cycle continues to repeat. Pages rolled out of view are retained in local memory, to a maximum of 21,200 characters (7260T) and are brought back into view by using the PAGE function keys.

When not in FORMAT mode or INTERRUPT mode, the user may place the terminal in PAGING mode by entering the following GIM-II statement:

SEND "*+P"

By typing /WA and hitting enter before inputting your statement you will cause the terminal to pause between pages. You must hit enter for the next page. By using /WA=N you can set a time limit on the pause.

4.2.4 SCROLL MODE

When the terminal is in SCROLL mode and the screen is filled, each new line of information added at the bottom causes an old line to be rolled out of view off the top of the screen. Lines rolled out of view are still retained in local memory, to a maximum of 21,200 characters (7260T), and are brought back into view by using the PAGE function keys.

ADMINISTRATIVE-INTERNAL-USE-ONLY

10

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

When not in FORMAT mode or INTERRUPT mode, the user may place the terminal in SCROLL mode by entering the following GIM-II statement:

SEND "*-P"

4.2.5 BIG BUFFER MODE

When input queries are longer than two lines (160 characters), the terminal must be in BIG BUFFER mode to accept the input efficiently. The user may put the terminal in BIG BUFFER mode by entering the following GIM-II statement:

SEND "*+B"

BIG BUFFER mode may be turned off by entering the following GIM-II statement:

SEND "*-B"

The following information will assist you in using this mode:

1. A NULL entry or an emergency exit from a menu will take the terminal out of BIG BUFFER mode.
2. If the SOM does not go to the end of the statement, the terminal is not in BIG BUFFER mode.
3. The terminal can now read more than two lines correctly, but it is best to have the system in BIG BUFFER mode to read long statements.

4.2.6 MESSAGES TO OTHER USERS

GIM-II provides the ability to send messages to one or more users currently signed on the system or to the master terminal operator.

When not in FORMAT mode a message may be sent by entry of a command structured as follows:

WTU OPER=RECIPIENT, any message text
or
/MG USERID (message)

ADMINISTRATIVE-INTERNAL-USE-ONLY

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

where WTU OPER=NAME sends text to the named user. Valid OPER, ORG, and DB may be obtained from USNAP.

To cause information on current system users to be displayed, enter the following GIM-II statement:

USNAP or U

The data displayed includes, ORG, OPERATOR, UNIT ID, UNITS, DBNAME, SIGNON TIME, current STATEMENT number, and WC (wait code). The USNAP is a less efficient way to obtain information. More efficient ways would be to enter the following GIM-II statements:

/EX US
USNAP ORG "GCLASS"
USNAP DB "TEST1"

"GCLASS" will list only userids and associated information that are signed on to that organization. "TEST1" will list only userids and associated information that are signed on to that data base.

In order to send messages to the master terminal, the following statements are to be used:

WTU MT, message text
/MG MT message text (INTERRUPT command)

NOTE: The INTERRUPT command will not generate a "msg sent" response.

Any desired message text may be entered but long messages will be truncated to 80 characters (one line) without notification to the sender. The sender's ID is automatically appended to the message and included in the 80 characters.

If you hit the break key (5000 series) or the ATTN key (7260) and type ST, the system will tell you the status of your current statement.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 5

PRIM OFFICIAL FILES

5.1 CENQUAL (CENTRAL QUALIFICATION DATA-ACTIVE)

A sample of QUAL data elements which can be queried in PRIM and related COMVAD Dictionaries if appropriate are listed below:

Data Element (<u>Clear Text</u>)	Data Element	COMVAD Dict.
GEOGRAPHIC Area Knowledge	(QUAAR)	\$AREA
GEOGRAPHIC Area Knowledge Acquired	(QUAARHOW)	\$GEOG
Date LANGUAGE AWARD Authorized	(QUAAWADT)	
Date of LANGUAGE AWARD Received	(QUAAWRDT)	
Individual CITIZENSHIP Status	(QUACIT)	\$PERCIT
DEPENDENT SEX Code	(QUADESEX)	
Extent of EXPERIENCE Code	(QUAEXT)	\$EXTENT
FOREIGN RELATIVE RELATIONSHIP Code	(QUAFRCD)	\$RELATN
FOREIGN RELATIVE CITIZEN COUNTRY Code	(QUAFRCITC)	
FOREIGN LANGUAGE Code	(QUALANCD)	\$LANG
Date of HIGH LANGUAGE Test	(QUALANHDT)	
MILITARY BRANCH of SERVICE SEPARATION Code	(QUAMBSV)	\$MILSVC
MILITARY MOBILIZATION Category	(QUAMCAT)	\$MOBCAT
MILITARY DRAFT Class Code	(QUAMCL)	
Length of ACTIVE SERVICE	(QUAMLSVC)	
Individual's MARITAL Status	(QUAMS)	\$MARST

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

RANK at MILITARY SEPARATION Code	(QUAMSEPRK)
Source of EXPERIENCE Code	(QUASO) \$SOURCE
Field of SPECIALIZATION Code	(QUASPECCD) \$SPECS
Individual Year NATURALIZED	(QUAYRNAT)

5.2 INTERFACE

A sample of INTERFACE data elements which can be queried in PRIM are listed below:

AFFILIATION Code (old*new)	(IFCAFF)
APPOINTMENT NOT to EXCEED Date (old*new)	(IFCAPNTE)
COVER DEPTH Code (old*new)	(IFCCOVDPT)
COVER DEPTH Text (old*new)	(IFCCOVDPTXT)
COVER ORG CHANGE Date (old*new)	(IFCCOVDT)
DETAIL ORGANIZATION code (old*new)	(IFCDETC)
ENDING of TRIAL PERIOD (old*new)	(IFCETP)
Scheduled HOURS (old*new)	(IFCHRS)
NAME Type (old*new)	(IFCNTY)
PROCESS Date (old*new)	(IFCPDATE)
POSITION Number (old*new)	(IFCPOSNO)
PERSONNEL RANK ASSIGNMENT Code(old*new)	(IFCPRA)
PROJECT Number(old*new)	(IFCPROJNO)
SCHEDULE (old*new)	(IFCSCH)
CAREER SERVICE DESIGNATION (old*new)	(IFCSD)
SECURITY CLEARANCE	(IFCSECCL)
SPECIAL REFERENCE Code (old*new)	(IFCSREF)

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

ANNUAL LEAVE Category	(IFIAL)
ANNUAL PREMIUM PAY Percentage	(IFIANPRPAY)
CAREER TRAINING Program (Class Number)	(IFICTPCCLASS)
LWOP Start Time	(IFILWOPSTRT)
NON-OFFICIAL COVER PREMIUM PAY Percentage	(IFINCPP)
SEPARATION Code	(IFISEPCODE)
SEPARATION COMPENSATION	(IFISEPCOMP)
SUSPENSION - Number of Days	(IFISUSPEN)

5.3 LREQID (LANGUAGE REQUIREMENTS)

A sample of LREQID data elements which can be queried in PRIM and related COMVAD Dictionaries if appropriate are listed below:

Data Element (<u>Clear Text</u>)	Data <u>Element</u>	COMVAD <u>Dict.</u>
LANGUAGE Code	(LRECD)	\$LANG
LANGUAGE TYPE Requirement	(LRETYPE)	
Language READING PROFICIENCY	(LRERead)	
Language SPEAKING PROFICIENCY	(LRESPEAK)	
Language UNDERSTANDING PROFICIENCY	(LREUNDER)	
ORGANIZATIONAL Code	(LREORG1)	

5.4 ORGCODE (ORGANIZATIONS)

A sample of ORGCODE data elements which can be queried in PRIM and related COMVAD Dictionaries if appropriate are listed below:

Data Element (<u>Clear Text</u>)	Data <u>Element</u>	COMVAD <u>Dict.</u>
ORGANIZATION Code	(ORGCODE)	

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A
NOVEMBER 17, 1983

Abbreviated ORGANIZATION TITLE	(ORGATITL)	
Organization ABBREVIATED OFFICE TITLE	(ORGOFFABV)	
Organization CAREER SERVICE Designation	(ORGCSD)	\$SD
Organization HEADQUARTERS Text	(ORGHQXTXT)	\$HQS
Office UPPER-GRADE CEILING	(ORGCEUPGRD)	
Office CONTRACT CEILING	(ORGCECON)	
Organization LANGUAGE Data	(ORGLANGDATA)	

5.5 PRIM PERSIGN

A sample of PRIM PERSIGN data elements which can be queried in PRIM and related COMVAD dictionaries if appropriate are listed below:

Data Element (<u>Clear Text</u>)	Data <u>Element</u>	COMVAD <u>Dict.</u>
AFFILIATION with Agency (Staff, Contract, etc.)	(PERAFF)	\$PERAFF
ANNUITY STATUS of a retiree	(PERANTYST)	\$ANTYST
Abbreviated ALPHA ORGANIZATION of an employee	(PERAORG)	
CEILING Count Code of the employee	(PERCEIL)	
CITIZENSHIP Code	(PERCIT)	\$PERCIT
Current Service EOD Date	(PERCSEOD)	
DEVELOPMENT COMPLEMENT Code	(PERDEVC)	\$DEVCO
DATE of PERSONNEL ACTION	(PERDOA)	
Date of BIRTH	(PERDOB)	
Date of GRADE	(PERDOG)	
Ending of TRIAL PERIOD	(PERETP)	
GRADE	(PERGR)	
Scheduled HOURS	(PERHRS)	

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

LONGEVITY Computation Date	(PERLCD)	
NAME of employee	(PERNAMEOR)	
Employee's POSITION NUMBER	(PERPOSNO)	
Projected WITHIN GRADE INCREASE Due Date	(PERPWGI)	
Employee SALARY	(PERSALARY)	\$PERSAL
Service Computation Date for LEAVE	(PERSCD)	
CAREER SERVICE Designation	(PERSD)	\$SD
STATION Text	(PERSTANTXT)	\$NEWLOC
Duty TOUR Code	(PERTOUR)	\$TOUR

5.6 POSNR (POSITIONS)

A sample of POSNR data elements which can be queried in PRIM and related COMVAD Dictionaries if appropriate are listed below:

Data Element (<u>Clear Text</u>)	Data <u>Element</u>	COMVAD <u>Dict.</u>
POSITION Number	(POSNR)	
Position TYPE	(POSTYPE)	
Position PLANNED INCUMBENCY	(POSPLINC)	
Position TITLE	(POSTITLE)	
Position LIMITED/FLEXIBLE Indicator	(POSFLEX)	
Position SUPERVISORY Code	(POSSUPVR)	
Position HEADQUARTERS Text	(POSHQSTXT)	\$HQS
Position CHANGE DATE	(POSCHGDTE)	

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

5.7 PRIMSEP

The data element fields in PRIMSEP are identical to PRIM PERSIGN because when a separation action is processed the PRIM PERSIGN record is moved directly to PRIMSEP. In that process, there are two new fields established for the components use. They are PRIMSEPCODE (Reason for Separation, Resignation or Retirement) and PRIMSEPDTE (Date of Separation, Resignation or Retirement).

5.8 SEGACCESS

The SEGACCESS File is a multi-segment data list with many separate data areas (Detail Segments or ORG Access Levels). There are 4 segments, SIGNON+T (Components Master), SIGNON+A (Component's Active Data), SIGNON+S (Component's Separated Data) and SIGNON+C (Component's Data File). The PRIM Data Base Manager by using the PRCAESTB (Establish Component Access) procedure establishes segments. After the segments are established he/she can then establish the criteria in the SELECTION File.

5.9 SELECTION

The SELECTION Files will contain the criteria (service designation, occupational codes, schedule/grades, sub category codes and/or organizational codes) used to establish a component's access to active (Official Data Files) and separated (PRIMSEP) data. The criteria data will be input by the Data Base Manager through the PRCAESTB procedure based on the memorandum submitted by the component requesting access.

5.10 STRENGTH

This data list contains a matrix of ceilings, positions and strength counts of all active Agency employees by ceiling count, by type and location of assignment.

5.11 CEMLOC (CENTRAL EMERGENCY AND LOCATOR RECORDS)

This data list will be included in Release 3.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A
NOVEMBER 17, 1983

5.12 CIARDS (CIA RETIREMENT AND DISABILITY SYSTEM)

This data list will be included in Release 3.

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5.16 CENQUAL (CENTRAL QUALIFICATIONS - QUACOM)

This data list will be included in Release 3.

5.17 TRAIN (TRAINING)

This data list will be included in Release 3.

5.18 CAPER (PRE-EMPLOYMENT PROCESSING)

This data list is planned for Release 5.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 6

PRIM COMPONENT FILES

6.1 COMPONENT DATA FILES - FILE DESCRIPTION AND DED

These files are in Release 2.

6.2 CAREER MANAGEMENT FILES - FILE DESCRIPTION AND DED

These files are in Release 4.

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

Chapter 7

REPORTING

7.1 DEFINITION

7.2 ONLINE SAMPLE QUERIES (SIMPLE)

7.2.1 VERBS AND MODIFIERS

When the file and record(s) to be used are selected, the verb specifies the type of action to be taken on them. The two types of action are as follows:

RETRIEVAL	Displaying some or all of the information selected.
UPDATE	Addition, deletion, or alteration of the information selected. (The UPDATE verbs ADD, CHANGE, and DELETE are not available to PRIM users. To maintain data base integrity, contents of files may be altered only through preprogrammed procedures.)

The RETRIEVAL verbs available to PRIM users are as follows:

LIST	To display some or all of the field values for the selected record(s).
COUNT	To display the number of records which were selected without displaying record contents.
TOTAL	To display the arithmetic sum of one of more fields (which must be numeric) for the selected record.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

7.2.2 LIST

The LIST verb is used to display some or all of the field values of the selected records. The MODIFIERS part of the GIM-II statement is used to limit the display to those fields whose name is specified.

An example of LIST is as follows:

For (SIGNON ORG+A) "SSN" List PERNAMEOR PERDOB PERCEIL

Whenever possible, the information is displayed in columnar format. If the information listed from each record is longer than 80 letters, it displays in a vertical format.

There are two variations to the LIST verb. These variations will sort the output by their data list (file) identifier values.

NOTE: The variations do not sort by any other value. To sort by other values within the item (record) refer to REPORTW verb. These verb variations are:

LISTSA LIST Sequence Ascending

LISTSD LIST Sequence Descending

7.2.3 COUNT

The COUNT verb is used to display the number of records selected. The MODIFIERS part of the GIM-II statement is never used.

An example of COUNT is as follows:

For (SIGNON ORG+A) with PERSCH EQ "GS" and with PERGR EQ "10"
COUNT

7.2.4 COUNT/OF OR SUM

COUNT/OF is a mathematical function used to obtain a numeric count of the number of values stored in a multivalued field (attributes). An example would be to query language codes in the CENQUAL data list for a count/of the number of language codes that are in each record. QUALANCD can be a multi-valued field and the verb count/of will count every value in that field. For example:

ADMINISTRATIVE-INTERNAL-USE-ONLY

22

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

For (SIGNON ORG) list count/of QUALANCD.

SUM is used to obtain a total of all values in a multi-valued field for each record. For example, you wanted to get a count of all the positions in your office. If you did a count/of position numbers, you would get exactly that, a count of position numbers. The query would not take into account the planned incumbency of the position numbers. So to get a total of all of your position numbers the query would be:

For (SIGNON ORG) list sum POSPLINC

This query will take the figure that is in the planned incumbency and sum the figures for an exact total number of positions.

7.2.5 TOTAL

The TOTAL verb is used to display the overall arithmetic sum of selected records in one or more fields. The MODIFIERS part of the GIM-II statement is used to specify the names of fields to be totaled. The fields must be numeric fields to be totaled.

An example of TOTAL is as follows:

For (SIGNON ORG+A) with PERAORG EQ "PERS" or with PERSD EQ "MP" and with PERSALARY GE "25000" TOTAL PERSALARY

If you need to total more than one field, below is an example:

For (SIGNON ORG+A) with PERAORG EQ "PERS" or with PERSD EQ "MP"
TOTAL SIS01 = PERSALARY WHEN PERSCH EQ "SIS" AND PERGR EQ "01"
SIS02 = PERSALARY WHEN PERSCH EQ "SIS" AND PERGR EQ "02"

7.2.6 The WITH, WHERE and WHEN Phrases

The WITH and WHERE keywords are used to the left of the verb for selection purposes in your query. WHEN is used for print-limiting and it is always to the right of the verb. These keywords serve to restrict verbal action to a particular condition.

1. The six COMPARISON relations are:

- a) EQ FIELD is equal to VALUE (default)
- b) NE FIELD is not equal to VALUE

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

- c) LT FIELD is less than VALUE
- d) GT FIELD is greater than VALUE
- e) LE FIELD is either less than or equal to VALUE
- f) GE FIELD is either greater than or equal to VALUE

Examples of the COMPARISON selection using the WITH, WHERE and WHEN keywords are:

For (SIGNON ORG+A) with PERCEIL EQ "C" and with PERAORG EQ "PERS"
list PERNAMEOR PERSD PERSCH PERGR PERCEIL

For (SIGNON ORG+A) WHERE PERCEIL EQ "A" AND WHERE PERAFF EQ "A11"
list PERNAMEOR PERSD PERSCH PERGR PERDOG

For (SIGNON ORG) list POSSSN WHEN POSSCHED EQ "SIS"

If more than one element is to be listed and all elements will use the same WHEN clause, the WHEN statement must be repeated after each element or a global WHEN can be used.

An example of a global WHEN is as follows:

For (SIGNON ORG) list SLPOSLNK << WHEN null POSSSN >> repeat
SLPOSLNK POSSCHED POSGRADE POSTYPE ORGATITL

(This query is providing a list of all vacant positions with their position number, position schedule, position grade and position type and abbreviated organizational title.)

1. The EXISTENCE selection determines whether or not a field has a value.

- a) The two EXISTENCE relations are as follows:

ABSENT (or NULL) FIELD does not have a VALUE

PRESENT (default) FIELD has at least one VALUE

Examples of the EXISTENCE selection are as follows:

For (SIGNON ORG+A) with PRESENT PERETP list PERNAMEOR PERAFF
PERCEIL PERCSEOD PERETP.

For (SIGNON ORG+A) with absent SADTE list

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

(This query will give you all records that have been transferred via the PRCATRSF Procedure.)

For (SIGNON ORG+A) with absent PERNAMEOR list

(This query will give you a list of SSNs only on employees who have been moved from PRIM PERSIGN to PRIMSEP.)

7.3 ONLINE SAMPLE QUERIES (COMPLEX)

7.4 PRINTING (ONLINE AND OFFLINE)

7.4.1 ROUTE TO THE LOCAL PRINTER

The local printer (if available) is a Silent 700 Electronic Data Terminal and should be located in the vicinity of the Delta Data. One printer is generally shared by several terminals. It is used to obtain a printed copy of the data on the terminal screen. The steps required to obtain the copy are as follows:

1. Verify that the local printer is not being used by another terminal operator, then connect the printer to your terminal. Do so by connecting the printer cable with your line printer or setting the switch on the switching panel to select to your terminal.
2. Turn power on at the local printer.
3. Indicate which portion of characters in the terminal memory you want to print. This is indicated by moving the cursor and placing the SOM (start of message) symbol ahead of the first character you want printed and an EOM (end of message) symbol after the portion of memory to be printed.
4. Depress the PRINT key to initiate reproduction of the data on the local printer. The XMIT light will stay on until the printing is complete.
5. Activate the PAPER ADVANCE lever on the local printer to advance a few lines, then tear paper from the printer.

If reproduction of all the terminal memory data is desired rather than a specified message, the steps are the same except it

ADMINISTRATIVE-INTERNAL-USE-ONLY

25

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

is not necessary to complete Step 3. Everything in memory will be printed. For Step 4, use the PRINT key (with the MEMORY option; i.e., hold down the CONTROL key while depressing the PRINT key).

7.4.2 ROUTE TO THE HIGH-SPEED PRINTER

In addition to the local printout, the system provides for reproduction of terminal activity and responses on a high-speed printer. To receive a copy of input statements on computer printout paper, use the following commands:

SETLINE 131 Sets print line equal to 131 characters.

ROUTE This verb makes a copy of terminal statements and results for printing purposes. To begin the copying process, enter the following GIM-II statement:

ROUTE *A

The system should respond with "ROUTE LIST ESTABLISHED."

COMMENT Several comments may also be entered on the listing. It is suggested that you use the COMMENT statement to identify yourself. To identify the listing requestor, enter the following GIM-II statement:

COMMENT your name ***
your organization
*** your phone

The only system response is the normal COMPLETED statement.

LIST Any number or type of statement(s) may now be entered.

PRINT The PRINT command moves stored statements and responses to the printer. To print statements, enter the following GIM-II print statement for your appropriate building:


PRINTU Credit Union
PRINT3 Chamber of Commerce

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

STATINTL

PRINTW		
PRINT9		
PRINT4		
PRINT2		
PRINT5		
PRINTP		
PRINT0		Hetra
PRINT		Headquarters

The system should respond with "xxx MESSAGES MOVED."


ROUTE

You now need to turn off or stop the copying function. The GIM-II statement to enter is as follows:

ROUTE

The system should respond with "ROUTE LIST DELETED."

7.4.3 \$MAX-HIT

This keyword allows the user to limit the number of items (records) passing selection. In other words, in searching a file of  we may only want to see 10 records. The format for this command is:

. \$MAX-HIT=n

where n is the maximum number of items passing selection during the processing of the GIM-II statement.

Example:

. \$MAX-HIT=10.For (Signon Org) with PERSCH EQ GS

This example will select a maximum of 10 items although there may be more than 10 items meeting this condition.

7.5 HIT FILES

A Hit File is a temporary work file available for use during a terminal session which disappears after the session ends (SIGNOFF). It is primarily used to supplement the functions of

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

data selection and retrieval. The following are some general guidelines for the Hit Files:

1. A Hit File pair may be requested by entry of the verb:

GETHIT

If a Hit File pair cannot be assigned (e.g., all available Hit Files are in use), you will be informed.

2. A HIT File pair may be released by entry of the verb:

RELHIT

If not previously released by the user, the system will automatically release the pair at user SIGNOFF. When the files are released, all data stored in them disappears.

3. There is a maximum of 6 Hit File pairs available to all PRIM users. Users should release the pair assigned to them when they are no longer needed particularly during a long terminal session.
4. A Hit File may contain many records, but each record can contain only one piece of information, such as an item ID or a field value.

After Hit Files have been assigned (through GETHIT), CREATE is the verb used to load a Hit File with either the item ID of the specified file or any primary/secondary attribute as the key field of the Hit File.

The general syntax for this verb is as follows:

(FOR clause) CREATE (Hit File-name) (value)

where:

(FOR clause) selects the file and/or records from which (value) is to be selected.

(Hit File-name) is HITAnn or HITBnn as indicated in GETHIT response.

(Value) is either the file-name of the file selected by the FOR clause, or any field which is accessible from that file. If the value is omitted, the file-name is assumed.

ADMINISTRATIVE-INTERNAL-USE-ONLY

28

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

A Hit File is useful for creating a sorted list of a file that cannot be sorted.

7.6 REPORTW

The REPORTW verb is a generalized report writer. Its basic capabilities provide for formatted reports that require pagination, positioning on the print line, sorting, and summarization. Selection, linkage, arithmetic, and all other components of the GIM-II language are available.

There are two major components to consider when using REPORTW. The first component is a FORMAT clause (not to be confused with the terminal function FORMAT mode) which specifies the headers and footers which serve as a description of the report. The FORMAT clause is used when it is necessary to display report titles, security markings, date, time, and page numbers. The FORMAT clause is not necessary to produce or use REPORTW.

The second major component is the "colon operator" used in conjunction with each named attribute (field) specified after the verb. The colon operator serves to specify individual field size, location, sort levels, control levels and line/page break levels. When size and location are not specified, the dictionary specification will apply.

The following are variations to the REPORTW verb:

REPORTS	Will automatically provide the item identifier with output, as in the LIST verb, in the first print positions.
REPORTW-S	Identical values in the sort columns will be suppressed.
REPORTT	Suppresses detail lines and provides a count of print lines between control breaks.
REPORTT-S	Suppresses repeating sort field values.

Refer to the Basic GIM-II User's Reference Manual for a comprehensive description of REPORTW.

ADMINISTRATIVE-INTERNAL-USE-ONLY

29

ADMINISTRATIVE - INTERNAL - USE - ONLY

USMC201A

NOVEMBER 17, 1983

7.7 RAMIS REPORTING

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

Chapter 8

COMVAD DICTIONARIES (COMMON VALIDATION DICTIONARIES)

The COMVAD Dictionaries (Common Validation) are being loaded to the PRIM Data Base from the HRS2 Data Base for the purpose of data validation and text retrieval. The GENQUAL data lists are in code form due to the large amount of information stored in QUAL. When querying or offline reporting from the QUAL Data Lists, the code is validated against the QUAL COMVAD Dictionaries and the clear text of that code is retrieved from COMVAD and printed on the terminal screen or printed on a report.

If you should want to have a paper copy of a particular COMVAD dictionary, please contact ADRB via memorandum requesting to be put on distribution for the dictionaries. ADRB is the control point and is responsible for the updating and maintenance of the COMVAD Dictionaries.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 9

INTERFACE WITH HRS2

9.1 COPIES OF NOAS AND TOAS

9.2 BLOCK CHANGE

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

Chapter 10

PRIM PROCEDURES

10.1 COMPONENT USE

10.1.1 KEY - AVAILABLE FUNCTION KEYS - FUNCTION KEY 1

This procedure contains a list of the function keys that have been programmed to retrieve the menus and procedures used by the components and the PRIM Data Base Manager. By entering Function Key 1, the available function keys will print out on the screen. If you have a 5000 series terminal, you would enter E KEY. It will be displayed as:

***** AVAILABLE FUNCTION KEYS *****

- 1 - DISPLAY FUNCTION KEYS
- 2 - PRCAESTB - ESTABLISH COMPONENT ACCESS
*****DATA BASE MANAGER USE ONLY*****
- 3 - PRCATRSF - COMPONENT ACCESS TRANSFER
- 4 - PRACCUPDT - ACCESS UPDATE
- 5 - SEARCH - TO SEARCH THE NAME
OR HPOSNR FILES
- 6 - SIGNOFF - LEAVE PRIM DATA BASE

NOTE: If the function keys have been reprogramed and you are unable to use them for the above purpose, you can press the CONTROL SHIFT key and the LOAD RESET key at the same time and this will free the function keys so you are able to use the above.

The components would use this procedure to clarify which function key retrieves the menus (PRCATRSF, PRACCUPDT). These menus are used in transferring access of an employee to another component and updating purge dates of those transferred employees respec-

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

tively. Also the function key which retrieves the SEARCH Procedure for querying names or Position Number History.

The PRIM Data Base Manager has exclusive use of the PRCAESTB Procedure in establishing the selection criteria for a particular SIGNON ORG (SYSMAN2).

In order to use the Key Procedure, you must have a 7260T Delta Data Terminal which has the function keys on the upper left corner of the keyboard. The 5000 series of Delta Data terminals do not have these function keys. If you have a 5000 series terminal, you must type in the name of the menu you wish to use. For the components, they would use:

E GETMENU PRCATRSF

E GETMENU PRACCUPDT

E SEARCH

10.1.2 PRCATRSF - TRANSFER COMPONENT ACCESS - FUNCTION KEY 3

This procedure permits a component to electronically provide another component with the SSNOR of an employee. A component can transfer an employee's record if the component owns that record. Ownership is valid if the SD of the record equals the SD in the component's SELECTION Criteria. This would be used when the employee is being nominated for an assignment to another component. By having the SSNOR of the employee the gaining component will be able to access the information on the employee in considering her/him for an assignment. Along with the SSNOR passed to the component, a purge date (current date + 90) can be established giving the gaining component 90 days to access the employee's information. The component can also key in a purge date of less than 90 days or greater than 90 days. The component sending the record has the capability of deleting the record if a mistake is made.

If a receiving component wishes to extend a purge date, delete the transferred record or in future releases add records to their component files they should use PRACCUPDT Procedure. (See next section)

If the component elects to reassign the employee to their component the processing of the reassignment personnel action will move the employee into the receiving component's access. The purge date will be deleted. If the component does not reassign the em-

ADMINISTRATIVE-INTERNAL-USE-ONLY

34

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

ployee to their component, there is a procedure (PRNTEPRG Procedure) which will be executed monthly to delete those SSN's with purge dates that are less than or equal the system date.

NOTE: If a component needs information on an employee and no ownership has been established in PRIM for that employee, the component must request the PRIM Data Base Manager to transfer the record.

E PRCATRSF (Component Access Transfer)

ACTION: _ (A) ADD (D) DELETE (X) EXIT

SSNOR/STATUS: _____

STATUS: A - Active S- Separated

SYSMAN2	PURGE DATE	SYSMAN2	PURGE DATE
-----	-----	-----	-----
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MENU ITEM DESCRIPTION

(R) ACTION: Action (A,D,X) (LA01)

(R) SSNOR: Social Security Number (LN09)

(R) STATUS: Active or Separated Employee (LA01)

(R) SYSMAN2: ORG Receiving Employee Info (LA06)

(O) PURGE DATE: Purge Date (YYMMDD) (LN06)

For an ADD (A) Type of Action you would use this type of action when transferring the access of one of your employees who has been nominated for an assignment to another component.

ADMINISTRATIVE-INTERNAL-USE-ONLY

35

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

- ACTION - A (Required Field)
- SSNOR/STATUS - The valid SSN of the employee being nominated and the status code which reflects whether the employee is A (Active) or S (Separated). (Required Field)
- SYSMAN2 - This is the receiving component's SIGNON ORG. You will get this information via a telephone call to the receiving component. (Required Field)
- PURGE DATE - This is not a required field. If you do not complete this field the procedure will generate a date which will be current date+90 days. You have the option to key in a date if you do it must be in YYMMDD format and must be greater than the current date.

For an DELETE (D) Type of Action you would use this type of action if you transferred a record to a component in error or want to delete the access given to another component.

- ACTION - D (Required Field)
- SSNOR/STATUS - The valid SSN of the employee being nominated and the status code which reflects whether the employee is A (Active) or S (Separated). (Required Field)
- SYSMAN2 - This is the receiving component's SIGNON ORG. You would have gotten this information from the receiving component when you transferred the access. (Required Field)
- PURGE DATE - Not Required

For an EXIT (X) Type of Action you would use this type of action to exit the menu.

- ACTION - X (Required Field)
- SSNOR/STATUS - Not Required.
- SYSMAN2 - Not Required.
- PURGE DATE - Not Required.

ADMINISTRATIVE-INTERNAL-USE-ONLY

36

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

10.1.3 PRACCPDPT - ACCESS UPDATE - FUNCTION KEY 4

This procedure will be used by components to make specific changes to records that have been transferred to them or changes to their component files. The components will be able to make changes to the purge dates mentioned above in the PRCATRSF procedure by either extending the purge date or deleting the record. This procedure will also be used to add SSNORs on employees or applicants to their component files (Release 2), but will not allow that component access to the Official Data for that SSNOR.

E PRACCPDPT (Access Update)

Action: _

(A) Add (C) Change Purge Date (D) Delete (R) Retrieve (X) Exit

SSNOR	STATUS (A/S/C)	PURGE DATE (YYMMDD)	OWNERSHIP
_____	-	_____	-
_____	-	_____	-
_____	-	_____	-
_____	-	_____	-
_____	-	_____	-
_____	-	_____	-

MENU ITEM DESCRIPTION

(R)	ACTION	Action to be done (A,C,D,R,X)	(LA01)
(R)	SSNOR	Social Security Number	(LA09)
(R/O)	STATUS	Active, Separated, Component	(LA01)
(O)	Purge Date	Removal from System (YYMMDD)	(LN06)
(O)	Ownership	Ownership of Record	(LA01)

For an ADD (A) Type of Action you will use this type of action when adding records to your component files (Release 2). This type of action will be dealt with in more detail in that release.

For a CHANGE PURGE DATE (C) Type of Action you will use this type of action to change the purge date on an employee's record that has been transferred to you for your review.

ADMINISTRATIVE-INTERNAL-USE-ONLY

37

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

- ACTION - C (Required Field)
- SSNOR - The SSN of the employee whose record was transferred to you. (Required Field)
- STATUS - This field tells which SEGACCESS file the above SSN is stored. It uses your SIGNON ORG with either an A, S, or C status code.

SIGNON+A for Active Record
SIGNON+S for Separated Record
SIGNON+C for Component Record

This is a required field.

- PURGE DATE - When you input a date it must be in YYMMDD format and must be greater than current date. (Required Field)
- OWNERSHIP - This field is optional. It will be used in Release 2 when Component Files become available.

For a DELETE (D) Type of Action you would use this to delete any transferred records that you no longer have a need or in Release 2 delete records from your Component files.

- ACTION - D (Required Field)
- SSNOR - The SSN of the employee. (Required Field)
- STATUS - A - Active, S - Separated, or C - Component (Required Field)
- PURGE DATE - Not Required
- OWNERSHIP - Not Required

For a Retrieve (R) Type of Action you would use this to retrieve an employee's record to change the purge date.

- ACTION - R (Required Field)
- SSNOR - The SSN of the employee. (Required Field)
- STATUS - A - Active, S - Separated, or C - Component (Required Field)
- PURGE DATE - Not Required
- OWNERSHIP - Not Required

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

For an EXIT (X) Type of Action you would use this type of action to exit the menu.

ACTION - X (Required Field)

SSNOR - Not Required

STATUS - Not Required

PURGE DATE - Not Required

OWNERSHIP - Not Required

10.1.4 SEARCH - SEARCH NAME AND HPOSNR FILES-FUNCTION KEY 5

The SEARCH procedure is used to search for a particular record in either the NAME or the HPOSNR file. This procedure is used rather than a statement to restrict the user to only one record at a time. This procedure would be used by the component if they had an employee's name but not their SSNOR. The component can query NAME and the SSNOR is a field in the NAME Data List. HPOSNR contains all deleted position numbers. In order to query HPOSNR the component must have the position number.

To execute the SEARCH Procedure, type and enter:

E SEARCH

The system will respond with:

ENTER FILE TO BE ACCESSED (NAME, HPOSNR)

you would type either NAME or HPOSNR and hit enter.

NAME

The system will respond with:

ENTER RECORD ID FOR RETRIEVAL

You would then type in the name. (You will type only last name*first name)

Doe*John

The system will respond with:

NAME: Doe*John

ADMINISTRATIVE-INTERNAL-USE-ONLY

39

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

NAMESSN: 123456789
NAMEDOB: 320406
NAMEFULL: Doe John Robert
NAMETYPE: T
NAMESSN: 987654321
NAMEDOB: 460101
NAMEFULL: Doe John Bryan
NAMETYPE: P

The system will print out all records on DOE*JOHN and you can determine by the namefull field which DOE*JOHN you want or try querying the system with the SSN's that were printed with each record.

In querying for HPOSNR record, it is this same procedure.

E SEARCH (Hit enter)

The system will respond with:

ENTER FILE TO BE ACCESSED (NAME, HPOSNR)

You would then type HPOSNR and hit enter. The system will respond with:

ENTER RECORD ID FOR RETRIEVAL

You would then type the position number.

AB000

The system will respond with the complete history record for that position number.

10.1.5 LISTSTMT PROCEDURE

The LISTSTMT procedure contains formatted statements which contain selected full file data on such files as (PRIM PERSIGN, QUAL, POSNR, LREQID, etc.) This procedure can also be utilized to have preformatted statements that the components find are high volume statements. That is, they are continually being asked for the same information and instead of keying in the statement with all the various data elements, they simply key in a short statement to get the response.

The list statements that have been established are as follows:

E LISTSTMT ORGCODE (Signon Org) (ORGCODE value)

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

E LISTSTMT POSNR (Signon Org) (POSNR value)
 E LISTSTMT LREQID (Signon Org) (LREQID value)
 E LISTSTMT QUAL (Signon Org) (SSN)
 E LISTSTMT PERSIGN (Signon Org) (SSN)
 E LISTSTMT PRIMSEP (Signon Org) (SSN)
 E LISTSTMT INTERFACEACT (Signon Org) (SSN)
 E LISTSTMT INTERFACESEP (Signon Org) (SSN)
 E LISTSTMT STRENGTH (Signon Org)

When a component executes this statement, they will get the strength for only their component. If a Directorate executes the statment, it will list all offices under that directorate and their strength. If a directorate choses to look at one specific component, they can execute the following:

E LISTSTMT STRENGTH1 (Signon Org) (Component Orgcode)

The last section "Component Orgcode" is the first 3 characters of the component's orgcode, i.e., C45, H05, T16.

10.1.6 PRCALINK - DAILY ACCESS CREATED BY COMPONENT

The PRCALINK procedure establishes the links for the active, separated, orgcode and position number files. This procedure is activated when the first signon for the day is initiated. The person signing on has an option as to whether he/she wants to build new links. If he/she wants to make a quick query for information and is not concerned that the data may be a day old, they answer "NO" to the two questions asked. This permits the capability to query immediately. The option is still there to create the links by saying E PRCALINK. The system will respond with the following:

Your last PRIM PERSIGN/PRIMSEP links were created on (Date). See date of PRIM update above, do you want new links created? (Yes or No)

You should compare the PRIM update to the date links were created for you. If the PRIM update is more recent than your PRIM PERSIGN/PRIMSEP linking date, you will want to respond YES. This will give you current information.

ADMINISTRATIVE-INTERNAL-USE-ONLY

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

If the PRIM update is less than or equal your PRIM PERSIGN/PRIMSEP link date, then respond NO.

The next question your asked is:

Should new POSNR/ORGCODE links be created? (Yes or No)

If new position or orgcode data has been input into the system by PMCD, then you would want to enter YES. If there has been no change to your position/orgcode information then enter NO. The PRCRTLINK procedure is executed every weekend to update the Position Number (POSNR) and ORGCODE files in PRIM.

When PRCALINK is executed each day by the Components/Directorates a purge date (current day + 60) is generated for each employee each day. This date is continually extended as long as they remain assigned to the office or carry the office's career service. The PRCHGLOAD procedure updates PRIM PERSIGN and PRIMSEP, when someone resigns the record is moved from PRIM PERSIGN to PRIMSEP. A link is established in the SSDINDX (Separated File) and SORGINDX (Separated File). The links are removed from the SDINDX (Active File) and ORGINDX (Active File). The SSN of the employee will remain as an active link until the purge date on the record has been reached. If a reassignment out of a component is processed the losing component's access to the employee will remain in effect for 60 days until the purge date is reached. The employee's record will reflect the information of the reassignment.

When the PRNTEPRG procedure is executed, it compares purge dates with the current date and if they are equal to or less than the current date the SSN links are deleted. A listing of those records purged is produced and sent to the PRIM Data Base Manager for his review and distribution to the components affected.

10.2 DATA BASE MANAGERS USE

10.2.1 PRCRTSEG - ESTABLISHING NEW SEGMENTS

This procedure will be used by DBCC and the PRIM Data Base Manager.

ADMINISTRATIVE-INTERNAL-USE-ONLY

42

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

10.2.2 PRCAESTB - ESTABLISH COMPONENT ACCESS (FUNCTION KEY 2)

This procedure is for the exclusive use of the PRIM Data Base Manager.

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 11

FORMS

11.1 FORM 4065, REQUEST FOR COMPUTER ACCESS

11.1.1 Request Access to PRIM (GIMS)

The request for access to PRIM Data Base should be completed as shown in the example and must be coordinated with the individual concerned with personnel matters for their office. The name of that individual is reflected on the Office of Personnel listing titled "Individuals Concerned with Personnel Matters" which is provided by the Director of Personnel's office. When requesting access to PRIM a separate memorandum for each individual should accompany the Form 4065.

When the component submits the request for access to GIMS, they must ensure that the individual has completed the GIM II for Users class before access to the PRIM System can be approved.

11.1.2 Request Access to VM

The request for access to VM should be completed as shown in the example and submitted to ODP/CSS.

11.1.3 Memorandum Requesting Access to PRIM

See Example

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

11.1.4 Access to PRIM After Normal Working Hours

STAT If a situation arises that you find you will be using the PRIM System after normal working hours (0700 - 2000 hours), it is a good idea to call the [] to confirm that the system will be available and for how long. If the DAC is in the process of running any big jobs they may disable the PRIM Data Base for the updating procedure which means you would not have access to PRIM.

11.2 FORM 930, COMPUTER APPLICATIONS REQUEST/ACTION FORM

11.2.1 Requesting Enhancements to PRIM

The PRIM User Group which will consist of Directorate Referents and Directorate ADP Control Officers will represent the components during Development and into Production. The PRIM User Group will be the primary user contact in gathering and formalizing new requirements or enhancements to PRIM. Upon approval, the PRIM Data Base Manager will submit the request to ODP for implementation. The request for enhancement must be submitted on Form 930. An example of a request for enhancement follows.

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

Chapter 12

ERROR MESSAGES

ADMINISTRATIVE-INTERNAL-USE-ONLY USMC201A
NOVEMBER 17, 1983

Chapter 13

GLOSSARY OF ACRONYMS/SPECIAL TERMS

ADMINISTRATIVE-INTERNAL-USE-ONLY

USMC201A

NOVEMBER 17, 1983

Chapter 14

INDEX

C/EAB CK
File 10.5.10

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

PRIM User's Manual

FROM:

PRIM Team

2-E-21

EXTENSION

NO.

DATE

6 DEC 1983

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/CSD/OC

ATT:

2-B-0

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please find attached the baselined PRIM User Manual. If you have any questions or need more copies, please contact the PRIM Project

PRIM Team

Attachment:
PRIM User Manual